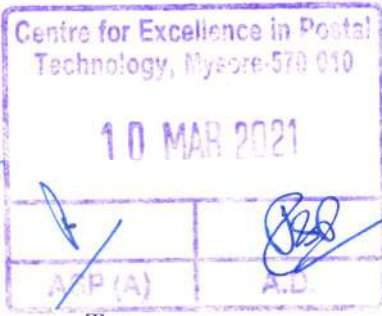


File No. 19-3/2018-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Dated: 05<sup>th</sup> March, 2021



1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Dte/ Parcel Dte/PLI Dte/CEPT Bangalore
3. Director, RAKNPA/ Directors of all Postal Training Centres
4. Addl. Director General, Army Postal Service, R.K. Puram, New Delhi
5. All General Manager (Finance)/Directors Postal Accounts

Subject: Adhoc appointments / promotion – reg.

Madam/Sir,

I am directed to refer to Department's letter no. 137-99/2009-SPB-II dated 23.12.2009, letter no. 4-2/2012-SPB-II dated 30.11.2012 and letter no. X-20/5/2019-SPN-II dated 22.02.2019 (copies enclosed) on the above mentioned subject and to say that instructions issued by nodal Department, viz. Department of Personnel and training on the subject of adhoc appointment / promotions have been circulated time and again with request to adhere to these instructions while considering cases of adhoc appointment / promotion.

2. However, it has been observed that despite clear instructions, initially Circles are resorting to adhoc appointment to manage their operational need but continue such appointments beyond one year without approval of DoPT in contravention of prevailing instructions.

3. Therefore, it is once again requested that instructions issued by DoPT from time to time on the subject of adhoc appointment / promotion should be scrupulously followed while considering the case of adhoc appointment / promotions. This may also be brought to the notice of all appointing authorities under your control.

Enclosure: As above

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

Copy to:

a) Shri R. K. Sinha, Under Secretary (Estt.D), Department of Personnel and Training w.r.t. I.D. Note No. 1433480/2020-Estt.(D) dated 11.02.2021

b) File no. X-20/5/2019-SPN-II

GOVT OF INDIA  
 Government of India  
 Ministry of Communications & IT  
 Department of Posts

Dak Bhavan, Sansad Marg,  
 New Delhi-110 116

Dated the 25 December, 2009

To

All Chief Post Masters General  
 All Postmasters General  
 All Postal Training Centers

SUBJECT: Ad-hoc appointment/ promotion -Reg.

Sir Madam,

I am directed to say that as per Government of India's instructions the adhoc appointment/ promotions are to be made only in unavoidable / exceptional circumstances. Adhoc arrangements should not continue indefinitely and action has to be taken to fill up the vacancies on regular basis. While Departmental Promotion Committee (DPC) should invariably be held regularly, before DPC meet, all existing and anticipated vacancies during the year should be taken into account so that adhoc arrangements are kept to the barest minimum. The instructions in this regard have been issued by Department of Personnel & Trainings (DOPT) from time to time.

In brief the instructions contained in Department of Personnel & Trainings (DOPT) O.M. No 28036/8/87-Estt (D), dated 30.3.1988 and O.M. No. AB 14017/54/2003-Estt (RR), dated 4.12.2003 circulated vide this Department's letter No.6-6/88-SPB-II dated 5.5.1988 and No. 137-2/2004-SPB.II, dated 13/14<sup>th</sup> January, 2004, respectively and in DOPT O.M. No.28036/01/2007-Estt. (D), dated 14.11.2007 (copies enclosed) are as under:

- (i) The DOPT O.M. No.28036/8/87-Estt (D), dated 30.3.1988 provides that adhoc appointment/ promotion may be resorted to in exceptional circumstances subject to certain conditions mentioned therein.
- (ii) The total period for which the appointment/ promotion may be made, on an adhoc basis, will be limited to one year only.
- (iii) The practice of giving a break periodically and appointing the same person on an adhoc basis may not be permitted.
- (iv) In case there are compulsions for extending any adhoc appointment/ promotion beyond one year, the approval of the DOPT is required to be sought at least two months in advance before the expiry of the one year period. If the approval of the DOPT to the continuance of the adhoc arrangements beyond one year is not received before the expiry of the one year period of the adhoc appointment/ promotion shall automatically cease on the expiry of the one year term.

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- (v) A direct promotion to the next higher grade shall be considered for all eligible employees in the feeder grade who fulfil the eligibility condition prescribed in the Recruitment Rules, as should be considered for ad-hoc promotion.
- (vi) Permission to make ad-hoc appointment should be granted by the authority one level higher than the appointing authority, if that need.
- (vii) The DOP's OM No. 26/140/1984-2003-2004-2005-2006 dated 4.2.2004 provides that for consideration of ad-hoc promotions, the date of eligibility would be the same as for regular promotions i.e. January 1.
- (viii) DOP's OM No. 26/001/1983-2004-2005-2006 dated 14.11.2004 envisages in delegating powers to the concerned Ministry/Department for appointing the officers in G-1 and G-2 posts on ad-hoc basis for a period of 3 (three) years. Further extension of one year at a time for two years can be granted with the approval of the Ministry concerned.
- (ix) Claims of Scheduled Castes and Scheduled Tribes in ad-hoc promotions shall be considered in accordance with the guidelines contained in the DOP's OM No. 36/011/1983-2004-2005-2006 dated 30.4.1983.

2. It is requested that instructions issued by DOP from time to time should be followed scrupulously while considering the case of ad-hoc appointment promotion. These instructions may also be brought to the notice of a subordinate units.

Encl. As above.

Yours faithfully,

*[Signature]*  
(Sd/-)  
Director General

1. Director General, Personnel

Copy to:

- 1) DDG (PAF). It is requested that similar instructions may be issued to DA (P) for strict compliance
- 2) All DDsG/BD Directorate/PLI Directorate

*[Signature]*  
(Sd/-)

Dy. Director General (Personnel)

All recognized Unions/Federations/Associations  
SPB/SPG/SCT/PA Admn Sections

*[Signature]*

(Sd/-)  
Sector Officer (SPB)



GOVERNMENT OF INDIA  
 Ministry of Communications & IT  
 Department of Posts  
 Lt. Bhawan, Sansad Marg

38  
 6

New Delhi, dated the 30<sup>th</sup> November, 2012

All Chief Postmasters General

Subject: Ad hoc appointment/promotion/arrangement.

Sir/Madam,

1. I am directed to refer to this office letter No. 137-99/2009-SPB-II dated 27.12.2009 regarding therewith, the DOP&T OMs No.28036/8/87-Estt.(D) dated 30.05.1988, No. AB.14017/54.2003-Estt(RR) dated 04.12.2003 & No.28036-01/2007-Estt(D) dated 14.11.2007 on the above mentioned subject and impressing upon all the Circles to follow the instructions strictly while making ad hoc promotion. It is observed that in spite of the said instructions, Circles are making ad hoc appointment/promotion/arrangement and continue the same irregularly at their level beyond one year. Subsequently, the proposals are sent to the Directorate for ex-post facto approval which require the approval of DOP&T. Recently, DOP&T while taking serious view in the matter has not agreed to grant ex post facto approval to the such irregular ad hoc appointments made beyond the period of one year. Pursuant to the decision of DOP&T, the Competent Authority in the Directorate has directed that all Circles should cease forthwith any ad hoc appointment/promotion/arrangement, which has been made for a period exceeding one year without obtaining prior approval of DOP&T. No ex-post facto approval shall be given for any ad hoc appointments made beyond one year as these are clearly in violation of the guidelines issued by DOP&T in the matter.

2. It is reiterated that instructions issued by DOP&T from time to time should be followed by all the Circles scrupulously while making ad hoc appointment/promotion/arrangement and also while continuing the same beyond one year in any cadre.

Yours faithfully,

*Alka Tewari*  
 (Alka Tewari)

Assistant Director General (SPN)

*o/c*  
 24/11/12

*Handwritten mark*

No. X-20/5/2019-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

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Dak Bhawan, Sansad Marg,  
New Delhi - 110 001.  
Dated: 22<sup>nd</sup> February, 2019

id  
3282/3286

To

1. All Chief Postmasters General/Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
3. Director, RAKNPA/GM, CEPT/Directors of All PTCs
4. Addl. Director General, Army Postal Service, R.K. Puram, New Delhi
5. All General Managers (Finance)/Directors Postal Accounts/DAP

**Subject: Adhoc appointment/promotion -regarding**

Sir/Madam,

I am directed to refer to this Department's letter No. 137-99/2009-SPB-II dated 23.12.2009 on the subject cited above and to say that the adhoc appointments/promotions are to be made only in unavoidable/exceptional circumstances. Adhoc arrangements should not continue indefinitely and action has to be taken to fill up the vacancies on regular basis. While Departmental Promotion Committee (DPC) should invariably be held regularly, before DPC meet, all existing and anticipated vacancies during the year should be taken into account so that adhoc arrangements are kept to the barest minimum. The instructions in this regards have been issued by the Department from time to time. In spite of these express provisions, it has come to the notice of the Directorate that Circles are resorting to adhoc arrangements in total disregard to the statutory provisions/instructions on the subject as well as proper manpower management and career advancement of the employees.

2. In brief, the instructions contained in Department of Personnel & Training's (DoP&T) O.M. No. 28036/8/87-Estt. (D) dated 30.03.1988 and O.M. No. AB. 14017/54/2003-Estt. (RR) dated 04.12.2003 circulated *vide* this Department's letter No. 6-6/88-SPB.II dated 5.5.1988 and No. 137-2/2004-SPB-II dated 13/14<sup>th</sup> January, 2004 respectively and in DoP&T O.M. No. 28036/1/2001-Estt. (D) dated 23.07.2001, DoP&T O.M. No. 28036/01/2007-Estt. (D) dated 14.11.2007 and O.M. No.28036/1/2012-Estt. (D) dated 03.04.2013 (copies enclosed) are as under:

- (i) The DoP&T O.M. No. 28036/8/87-Estt. (D) dated 30.03.1988 provides that adhoc appointment/promotion are to be resorted to only in exceptional circumstances subject to certain conditions mentioned therein, to a post which cannot be kept vacant in consideration of its functional/operational requirement.
- (ii) The total period for which the appointment/promotion may be made, on an adhoc basis, will be limited to one year only.



- (iv) The practice of giving a break periodically and appointing the same person on an adhoc basis may not be permitted.
- (v) In case there are compulsions for extending any adhoc appointment/promotion beyond one year, the approval of the DoP&T is required to be sought at least two months in advance before the expiry of the one year period. If the approval of DoP&T to the continuance of the adhoc arrangements beyond one year is not received before the expiry of the one year period, the adhoc appointment/promotion shall automatically cease on the expiry of the one year term.
- (vi) Adhoc promotions may be made on the basis of seniority-cum-fitness basis even where promotion is by selection method. Only those employees in the feeder grade who fulfill the eligibility conditions prescribed in the Recruitment Rules should be considered for adhoc promotion.
- (vii) Permission to make adhoc appointment should be granted by the authority one level higher than the appointing authority for that post.
- (viii) The DoP&T O.M. No. 28036/1/2001-Est(D) dated 23.07.2001 provides that whenever an appointment is made on adhoc basis, the fact that the appointment is adhoc and that such an appointment will not bestow on the person a claim for regular appointment should be clearly spelt out in the orders of appointment. It should also be made clear that the service rendered on adhoc basis in the grade concerned would not count for the purpose of seniority in that grade and for eligibility for promotion to the next higher grade.
- (ix) The DoP&T O.M. No. AB. 14017/54/2003-Est. (RR) dated 04.12.2003 provides that for consideration of adhoc promotions, the crucial date of eligibility would be the same as for regular promotions i.e., January 1.
- (x) DoP&T O.M. No. 28001/8/2007-Estt. (D) dated 14.11.2007 provides for delegating powers to the concerned Ministry/Department for appointing the officials to Gr. C and Gr. D posts on adhoc basis upto a period of 3 (three) years. Further extension of one year at a time upto two years can be granted with the approval of the Secretary concerned.
- (xi) DoP&T vide O.M. No. 28036/1/2012-Estt. (D) dated 03.04.2013, has mentioned brief of various instructions with respect to adhoc appointments/promotions those should be followed strictly while considering adhoc appointments/promotions. Further, Circle should review the adhoc appointments/promotions made by them from time to time, and at least once a year, on the basis of the guidelines and instructions in force, so as to bring down the instances of such adhoc manpower arrangements to the barest minimum.
- (xii) Claims of Scheduled Castes and Scheduled Tribes in adhoc promotions shall be considered in the DoP&T O.M. No. 36011/14/83-Estt. (SCT) dated 30.04.1983.

No. X-20/5/2019-SPN-II

3. It is requested that instructions issued by DoP&T from time to time should be followed scrupulously while considering the case of adhoc appointment/promotions. These instructions may also be brought to the notice of all subordinate units.


4. Hindi version will follow.

Yours faithfully,

(Satya Narayana Dash)  
Director (SPN)  
Tel. No. 011-23096092  
Email - directorspn@indiapost.gov.in

Copy to:

1. PS to Minister of State for Communications (IC)
2. Sr. PPS to Secretary (Posts)/Sr. PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P) /Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO/ Sr. Deputy Director General (PAF)
6. Director General P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations/ Unions/ Associations
11. GM, CEPT for uploading the order on the India Post website
12. OL Section with request to translate the orders.
13. Guard File
14. Spare copies.

  
(Alok Kumar Tiwari)  
Section Officer (SPN-III)